

DEPARTMENT OF MILITARY AFFAIRS
Joint Force Headquarters
Madison, Wisconsin 53708-811
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ELECTIVE MERIT PLACEMENT PROCEDURES FOR KEY STAFF POSITIONS

FOR THE ADJUTANT GENERAL:

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Proponent. The proponent for this regulation is the
Director, Human Resources/J1.

Summary. This regulation discusses the Adjutant
General's authority to non-competitively assign military
technicians to key staff positions in the Federal Air and
Army National Guard Technician program

Suggested improvements. Users are invited to send
comments and suggested improvements to Joint Force
Headquarters, ATTN: WIJS-J1, P.O. Box 8111, Madison,
WI 53708-8111.

Applicability. This regulation applies to all Joint Force
Headquarters elements, the Wisconsin Army National
Guard, and the Wisconsin Air National Guard.

Distribution. This publication is available in electronic
media only and is intended for all Joint Force
Headquarters elements, the Wisconsin Army National
Guard, and the Wisconsin Air National Guard. It is
available on the WIJS-J1/Human Resources intranet page.

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*Supersedes WING-HRR 335-2, dated 15 October 1998

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Chapter 1

General

1-1 Purpose

This regulation identifies those technician positions in the Wisconsin National Guard considered to be key staff positions and establishes special procedures for staffing such positions

1-2. Policy

The Adjutant General has the authority to exempt key staff positions from the normal merit placement promotion announcement and selection procedures due to their special importance to the overall effectiveness of the Wisconsin National Guard

1-3. Definitions

The terms used in this regulation are defined as follows:

- a. Key Staff Position is dual status management position which the incumbent is a member of the immediate staff of the Adjutant General or who serves under the direct supervision of the Adjutant General. (See page 4)
- b. Candidate Evaluation. The J1 office will review the records of possible candidates for key staff positions in order to determine who among them possess the military qualifications, work experience, knowledge, skills and abilities which satisfy job-related criteria and merit certification to the selecting supervisor. The J1 will also ensure all qualified minority and female candidates are considered for the position.

1-4. Responsibilities

- a. The Adjutant General is the highest level of authority in the State of Wisconsin concerning the overall application of this regulation and is the appointing authority for key staff positions.
- b. The J1 director is responsible to the Adjutant General for ensuring that the requirements of this regulation are carried out. The J1 section will conduct a records reviews to evaluate candidates against the job-related criteria that the Adjutant General has established.

Chapter 2

Procedures

2-1. Initiating Action

The Adjutant General will submit an SF-52 requesting fill of a key staff vacancy using the procedure described in this regulation. The SF-52 will state that this is a “key staff election” and will include job-related criteria for staffing the position. These will include whether AGR personnel as well as technicians may be considered.

2-2. Determining Eligible Candidates

Based upon the criteria provided, the J1 section will conduct a records review of all technicians who may be eligible for the positions.

2-3. Referral and Selection Procedures

The J1 Section will provide the selecting official with a roster containing the names of the qualified candidates. The selecting official has the right to select to non-select any of these individuals. If a member is selected, the selecting official will forward a SF-52 to the J1 office with the remarks "Key Staff appointment" in block 1.

2-4. Grievances and Complaints

The key staffing procedures described in this regulation will not be used to fill bargaining unit positions. The administrative grievance procedure alone will apply. A grievance will not be considered when it is based solely on non-selection. All allegations of discrimination because of race, religion, sex, age or national origin will be considered under the appropriate complaint procedures

2-5. Corrective Action

Action taken to correct procedural, regulatory, or program violations will be effected in accordance with NGB TPR 335, Part IV.

Chapter 3

Key Staff Positions

3-1. Key Staffing Positions

JOINT FORCES HEADQUARTERS – STATE	
POSITION	SERVICE
Chief of the Joint Staff	Joint
Vice Chief of the Joint Staff	Joint
Deputy US Property & Fiscal Officer	Joint
Public Affairs Officer	Joint
Chief Counsel / Staff Judge Advocate	Joint
Chaplain	Joint
Senior Enlisted Advisor	Joint
J1 through J7	Joint
Human Resources Officer	Joint
Plans, Operations & Mission Support Officer	Joint
Security Forces / Anti-Terrorism	Joint
AIR GUARD	
Air Commander	Air Force
Vice Air Commander	Air Force
Wing Chief of Staff	Air Force
ESSO	Air Force
Comptroller	Air Force
Community Program Manager	Air Force
Director of Operations	Air Force
Director of Support	Air Force
Director of Logistics	Air Force
Human Resources Officer (Military)	Air Force
GSU Detachment Commander	Air Force
ARMY GUARD	
Command Administrative Officer	Army
Secretary to the General Staff (Management Analyst)	Army
G1 through G7	Army
Command Warrant Officer	Army
Comptroller	Army
Construction & Facilities Maintenance Officer	Army
State Aviation Officer	Army
Brigade / Division Commander	Army
Brigade / Division Administrative Officer	Army
Joint Force Senior Warrant Officer Advisor	Army

TABLE 1